



## EZOP Planning Checklist EXTENSION OF TIME *Information Sheet*

### GENERAL INFORMATION

An extension of time may be requested to comply with or implement any conditional land use decision made in accordance with provisions of the Development Code. A “conditional land use decision” includes land use actions such as Conditional Use Permits, Variances, and Tentative Maps. For questions as to whether an extension of time may be requested for other land use actions, please contact a Planner at (909) 387-8311 (San Bernardino office) or (760) 995-8140 (Hesperia office).

A request for an extension of time shall be filed at least thirty days and no more than ninety days prior to the expiration date of an application. Any land use application or which an extension request has been filed within this time period shall not expire for sixty days or until an action is taken on the extension request, whichever occurs first. If approved, the extension shall commence on the expiration date, even if it is not approved until after the expiration date. Where circumstances warrant, an extension of time may be granted for a period or periods not to exceed a total of thirty-six months. Under exceptional or extraordinary circumstances, another extension may be granted for projects other than those regulated by the State Subdivision Map Act.

### FEES

**Extension of Time for average cost applications: \$448.00**

**Extension of Time for actual cost applications: \$1,000.00 initial deposit**

Actual Cost Initial Deposit. The basic review fees for this application are charged on an “actual cost” basis. Your application money is deposited into an account and the reviewing staff records the time spent processing your application. Your account is then charged for the staff time at rates established by the San Bernardino County Fee Ordinance. You are responsible for all charges made to the account. If account funds are depleted an additional deposit will be required. If an additional deposit is required, it must be paid to allow staff to continue processing. Any failure to pay the required deposit will result in suspension and possible termination of the review process. For more information on fees, please contact County Planning.

### SUBMITTAL MATERIALS CHECKLIST

- 1. Letter of Intent describing:
  - Which conditions of approval have been met.
  - Which conditions of approval have not been met.
  - Why outstanding conditions have not been met.
  - A reasonable timeline for the completion of outstanding conditions.
- 2. Copy of Conditions of Approval for the approved project.
- 3. Financially Responsible Party Information Form